



RULES OF PROCEDURE
OF THE NORTH BEACH ETHICS COMMISSION

Approved: November 21, 2022

§ 1. Officers.

a. The Ethics Commission shall elect a Chair and a Vice Chair from among its members. The terms of the Chair and Vice Chair are one year, and the Chair and Vice Chair may be reelected.

b. The Vice Chair shall perform the duties of the Chair in the absence, disability, or disqualification of the Chair.

c. In the event of a vacancy in the office of Chair, the Vice Chair shall succeed as Chair for the remainder of the Chair's term. In the event of a vacancy in the office of Vice Chair, the Ethics Commission shall elect a Vice Chair to serve the remainder of the Vice Chair's term.

§ 2. Quorum.

A majority of members of the Ethics Commission is a quorum for the transaction of business, but the Commission may meet for informational purposes without a quorum.

§ 3. Staff.

a. The Town Clerk or such other person designated by the Town Council shall assist the Ethics Commission in the performance of its administrative and clerical functions by:

1. Maintaining all forms submitted to the Commission.
2. Ensuring that notice of Ethics Commission meetings is provided to members of the Commission and to the public
3. Arranging for meeting space for Commission meetings.
4. Recording and transcribing minutes of Commission meetings.
5. Maintaining a record of all hearings conducted by the Commission.
6. Disseminating communications from the Commission.
7. Coordinating training for members of the Commission.
8. Arranging for publication of notice of Commission meetings.
9. Disseminating agendas and other meeting materials to members of the Commission.
10. Performing such other duties as directed by the Commission.

b. The Town Clerk shall be the custodian of the Commission's records. The Commission's records shall be kept on file by the Town Clerk. Any minutes or records of the Ethics Commission that are confidential under the Maryland Public Information Act shall be maintained separately in a secure manner and not subject to disclosure except as directed by the Commission.

§ 4. Duties.

The Ethics Commission shall have those duties and responsibilities as set forth in the Town's Ethics Ordinance set forth in Chapter 9 of the Town Code.

§ 5. Meetings.

- a. The Ethics Commission shall meet at the call of the Chair, or upon request of a majority of the members of the Commission, after at least 48 hours' notice to members of the Commission unless shorter notice is required because of exigent circumstances.
- b. The Ethics Commission shall provide reasonable public notice of the time, place, and agenda for the Commission's meetings.
- c. Meetings of the Ethics Commission shall be held at Town Hall or at such other public location as the Chair of the Commission determines.
- d. The Chair shall set the agenda and preside and regulate conduct at all meetings and hearings of the Commission.
- e. Meetings of the Ethics Commission shall be open to the public unless the Commission meets in closed session as authorized bylaw.
- f. Meetings of the Commission shall be conducted according to the following order, subject to the right of the Commission to modify this order:
 1. Roll call and determination of a quorum.
 2. Approval or revision of meeting agenda.
 3. Approval of prior meeting minutes.
 4. Unfinished Business.
 5. Public Hearings.
 6. New Business.
 7. Other business.
 8. Adjournment.

§ 6. Conflicts of Interest of Commission Members.

- a. An Ethics Commission member who will be unable to render a fair and impartial decision based on the facts presented in a matter due to a financial or personal conflict in a case, or who is the subject of a complaint before the Commission, shall not participate in a case prior to becoming involved in a hearing or voting on a case.
- b. If an Ethics Commission member recognizes a conflict, or the appearance of a conflict, the member shall state this conflict before any proceeding and physically remove himself or herself from the room and avoid discussion of the matter until the Commission renders a decision.

§7. Hearings.

In addition to procedures established by the Ethics Commission for complaints alleging violations of the Town's Ethics Ordinance, hearings before the Commission shall be conducted according to the following:

1. The Chair shall conduct and regulate the course of the hearing.
2. The Chair may establish reasonable time limits for the presentation of evidence and testimony.
3. The Chair shall rule on the admissibility of evidence and other evidentiary questions.
4. The Chair shall administer oaths to witnesses. Any witness appearing at a hearing before the Commission shall be administered the following oath: "Do you swear or affirm under the penalty of perjury that the testimony you shall give will be the truth."
5. The Commission is not bound by formal rules of evidence but may apply

rules of evidence as to what is admissible in judicial proceedings so that probative evidence may be conveniently brought forth. The Commission may exclude immaterial or unduly repetitious testimony or evidence and may limit the number of witnesses when testimony is cumulative in nature.

§ 8. Record of Proceedings.

a. The Ethics Commission shall keep an official record of its proceedings in each case. This record shall include all filings, correspondence, testimony, exhibits, a recording of the proceedings and other matters that the Commission deems necessary. The Commission shall maintain this record for a period of four (4) years after a final decision in a case. A final decision is one in which no further appeal can be taken.

b. The Ethics Commission shall provide for an audio recording to be made of each hearing. The Ethics Commission may provide for a stenographer or court reporter to record the proceedings of the Commission at the request and expense of a party to a proceeding.

c. After the filing of a petition for judicial review of a decision of the Commission, the Ethics Commission shall provide a transcript of testimony at a hearing if requested by a party and upon payment, in advance, of the cost of the transcription. In all other situations, the Complainant and Respondent in a proceeding before the Commission may review an audio or written transcript of a proceeding at Town Hall at a time convenient to the Town Clerk and no copies may be made except in case of a judicial review or otherwise by Court Order.

d. Members of the Ethics Commission may review an audio recording or a transcript of the testimony of a hearing as necessary to perform their duties. For such purposes Commission members may receive a copy of an audio recording or transcript from the Town Clerk upon request. Each Commission member shall be responsible for the confidentiality and safekeeping of any such audio recording or transcript, shall not make any further copies of the audio recording or transcript, and shall return all audio recordings and transcripts to the Town Clerk promptly after completion of the Commission member's review.

§ 9. Actions of the Commission.

a. The Ethics Commission may act only on the affirmative vote of at least a majority of its members.

b. In a matter involving a complaint alleging of a violation of Chapter 9 a Commission member may not participate in the deliberations and vote on that matter unless the member has attended all hearings relating to that matter, except that where a matter involves multiple days of hearing a Commission member who is absent for one day of the hearings may participate in future hearings, the deliberations and vote on the matter if the member:

1. Attends all other days of hearings.
2. Prior to the next day of hearings listen to the audio recording (or view the video recording if available) of the day of the hearing from which the member was absent.
3. Prior to the next day of hearings review all exhibits presented at the hearing from which the member was absent; and
4. States on the record prior to commencement of the next day of hearings, or prior to the commencement of deliberations if hearings have concluded, that the member listened to the audio or video recording and reviewed all exhibits as required by paragraphs 2 and 3.

c. The Chair shall sign all communications of the Ethics Commission, except that the Chair may authorize staff to sign communications of the Ethics Commission in the name of the

Chair.

d. Decisions of the Ethics Commission shall be signed by all members of the Commission voting in favor of the decision. A member of the Commission who does not vote in favor of the Commission's decision may issue a dissenting opinion.

e. Staff shall disseminate copies of any Commission action or decision to all relevant parties and individuals.

§ 10. Commission Spokesperson.

The Chair of the Ethics Commission shall act as the Commission's spokesperson.

§ 11. Appearances before Commission.

a. The following individuals may appear before the Commission:

1. An individual who appears on his or her own behalf.

2. A member of a partnership who represents the partnership.

3. A duly authorized representative of an individual, corporation, trust, or association who represents the individual, corporation, trust, or association.

4. Duly authorized representatives or employees of the Town.

b. Any party in a proceeding may be represented by an attorney admitted to practice law before the Court of Appeals of Maryland. Before the hearing begins, the attorney shall give the Commission his or her name, address, and telephone number, and identify those persons that he or she is representing.

§ 12. Amendments.

These Rules of Procedure may be amended by a vote of a majority of the entire membership of the Commission provided that notice of the proposed change is given to each member at least 15 days before the meeting at which the Commission acts on the amendment.